

PUBLIC WORK INSPECTOR II

DEFINITION

To perform routine and complex inspections of public works and civil engineering construction maintenance and repair of public works projects and related facilities and structures, and construction of major municipal public works facilities and Capital Improvement Projects; to inspect materials and workmanship to ensure compliance with plans specifications and department's regulations; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Public Works Inspector series and it is distinguished from the level I by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the level I, or when filled from the outside, based upon prior experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor. May exercise technical and functional guidance over less experienced staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Inspect major municipal public works facilities and construction projects involving streets, curbs, gutters, sidewalks, storm drains, sewers, water lines, alleys and related structures for compliance with plans and specifications.

Inspect routine construction and installation of traffic signal equipment, street light poles, block walls, fencing, irrigation systems, concrete guard rails, street striping and other projects constructed by contractors or City personnel.

Identify deviations from approved construction plans; issue notices requiring modifications to work in progress and report discrepancies to supervisor.

Review and prepare pay estimates; verify invoices and quantities submitted and make adjustments as necessary.

Measure and verify quantities prior to recommending progress payments to contractors.

Recommend construction change orders.

Report work not in accordance with specifications and recommend work stoppage for non-compliance.

May train and lead the work of Public Works Inspector I and other less experienced staff.

Determine whether construction and inspection methods are in conformity with safety regulations.

Test and report on the quality of construction materials.

Inspect private construction performed under permit to assure conformity with adopted standards, specifications and regulations.

Perform routine office engineering work involving drafting and computations.

Prepare and maintain inspection files, records, and logs; write reports and chronologies using a computer.

Confer with property owners regarding project schedule, hazards and inconvenience.

Respond and resolve citizen complaints; act as liaison between concerned parties for utility relocation and street closures.

Operate City vehicles skillfully and safely.

Observe safe work methods and use safety equipment.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

Knowledge of:

Principles and practices of public works and engineering construction inspection.

Methods, materials, equipment, procedures and practices of public works construction and maintenance inspection.

Pertinent Federal, State, and local laws, codes, regulations and departmental policies governing public works construction, maintenance and facilities.

Basic mathematics including Algebra, Geometry, and Trigonometry.

Safe work methods and safety regulations pertaining to the work, including the use of personal protective equipment.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Read and understand engineering plans and specifications.

Effectively perform routine construction inspection of workmanship and materials in accordance to City's policies and procedures.

Enforce compliance with plans specifications, ordinances, and codes.

Prepare construction cost estimates.

Make routine arithmetic, algebraic, and geometric computations.

Follow pertinent rules, laws, and policies relative to area of assignment.

Investigate complaints; assure conformity of construction projects with regulations.

Prioritize work, coordinate several activities and follow up as required; work effectively under deadlines, and in the absence of supervision.

Use initiative and sound independent judgment within established guidelines.

Drive City vehicles observing legal and defensive driving practices.

Keep work related records using a computer.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience performing inspections of major public works projects for a municipality.

Training:

Equivalent to the completion of the twelfth grade, supplemented by college courses in math, science, engineering, or construction technology.

License or Certificate

Possession of a valid California driver's license

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift up to 50 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspections; climb ladders, work underground in confined spaces or trenches. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans, hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; work with exposure to traffic, loud noise, physical barriers, and around heavy equipment or around potentially hazardous substances, and work underground, in confined spaces or trenches on slippery or uneven surfaces. Indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

7/04